

1976

## Student Handbook 1976-77

DMACC

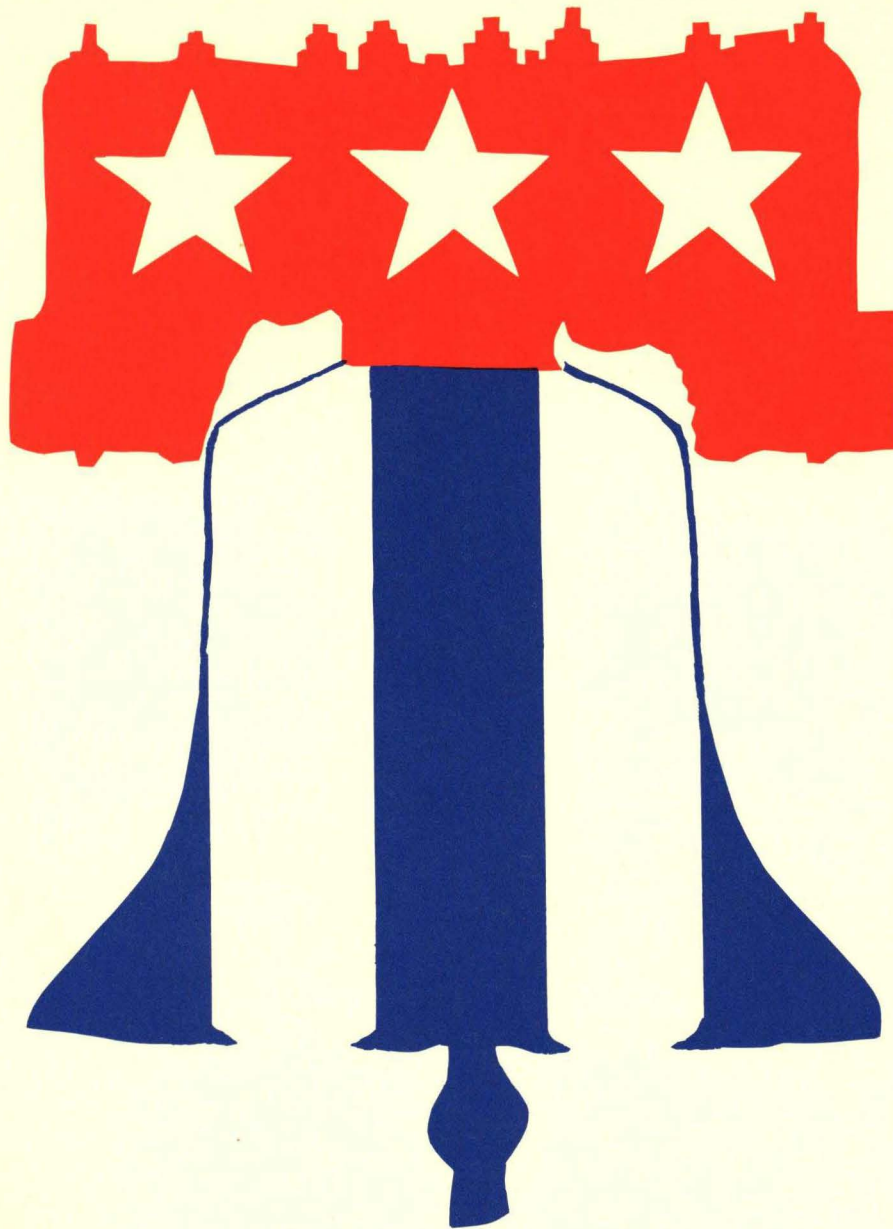
Follow this and additional works at: <http://openspace.dmacc.edu/handbooks>

---

### Recommended Citation

DMACC, "Student Handbook 1976-77" (1976). *Student Handbooks*. Book 11.  
<http://openspace.dmacc.edu/handbooks/11>

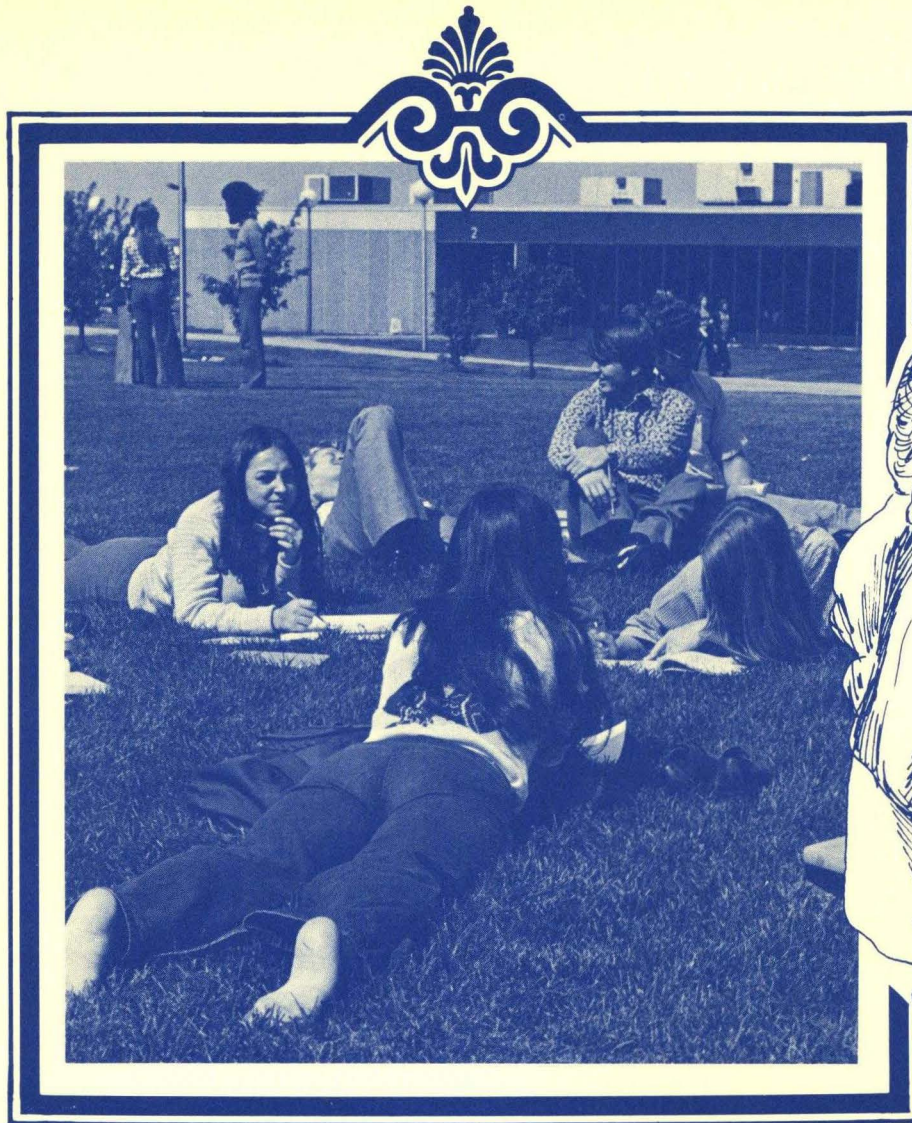
This Book is brought to you for free and open access by the College Publications at Open SPACE @ DMACC. It has been accepted for inclusion in Student Handbooks by an authorized administrator of Open SPACE @ DMACC. For more information, please contact [rsfunke@dmacc.edu](mailto:rsfunke@dmacc.edu).



*In The Spirit Of '76*

**des moines area  
community college  
student handbook '76-'77**

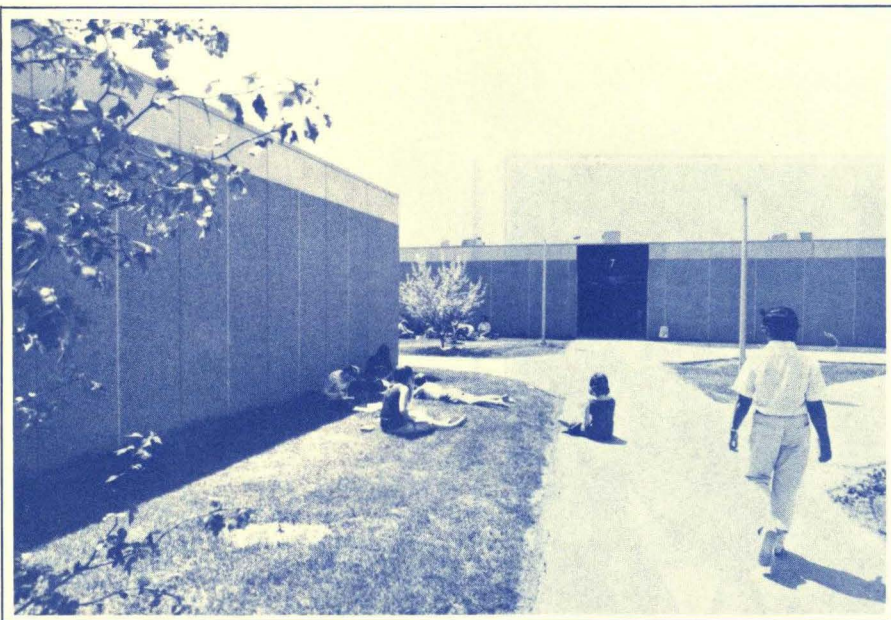




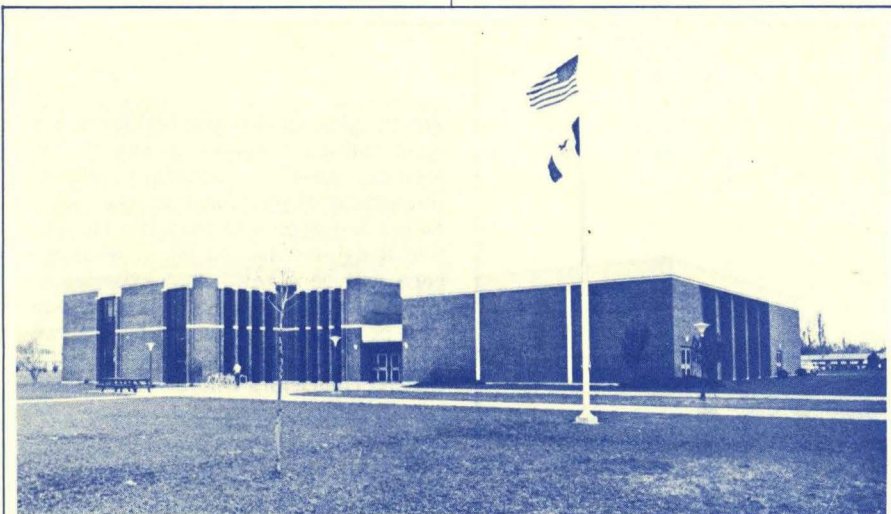
## TABLE OF CONTENTS

<b>Introduction</b> .....	1	<b>Campus Policies and Procedures</b> .....	14
<b>Academic Information</b> .....	5	Conduct and Discipline .....	14
Registration, Drops, Withdrawals ....	5	Class Attendance .....	14
Academic Progress .....	6	Release of Information .....	15
Grades, Student Classifications,		Returned Check Policy .....	16
Graduation .....	8	Parking and Traffic Regulations .....	16
Transferring to other Institutions ....	8	<b>Services For Students</b> .....	17
<b>Communications on Campus</b> .....	10	Student Personnel Services .....	17-18
<b>Historical Facts</b> .....	11	Other Campus Services .....	19
<b>Where To Find It</b> .....	12	<b>Student Activities and Organizations</b> ...	20
		Clubs and Organizations .....	20-21
		Student Government .....	23
		Other Student Activities .....	23
		<b>Terminology You Need To Know</b> .....	24





**Ankeny Campus**



**Boone Campus**



**Urban Campus**



he

## College

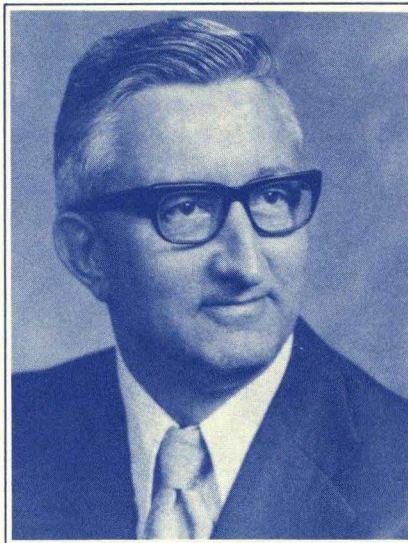
Des Moines Area Community College is a publicly supported two-year institution serving the Des Moines metropolitan area and surrounding counties. The college district (Merged Area XI) includes all or major portions of Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story, and Warren counties, and minor parts of eleven adjacent counties. It encompasses 6,560 square miles, or approximately 11 per cent of the land area of the state. Approximately 20 per cent of the state's population resides within this district.

The College is a multi-campus institution with the central campus and administrative offices located at Ankeny, Iowa, and branch campuses at Boone and Des Moines with an attendance center in Carroll.

### STUDENT RESPONSIBILITY FOR STUDENT HANDBOOK INFORMATION

Each student is responsible for knowledge of the information appearing in this Handbook and the most current issue of the catalog. The college reserves the right to change regulations and policies as may be deemed necessary and desirable.





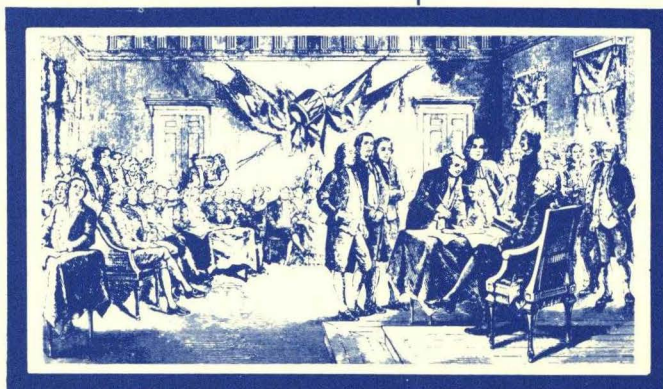
## elcome

We are pleased that you feel there are opportunities available to you at Des Moines Area Community College. Regardless of your location, this publication is designed to answer your routine questions as you begin what we hope will be a rewarding experience. Should you need additional information of a personal or academic nature, we have a number of professionally trained counselors whose sole function is to help you.

Those of us who are privileged to have a part in the development and operation of these fine facilities are proud of them. I challenge you to make maximum use of them and of the very capable staff eagerly waiting to assist you.

Welcome to Des Moines Area Community College.

Paul Lowery  
Superintendent





he

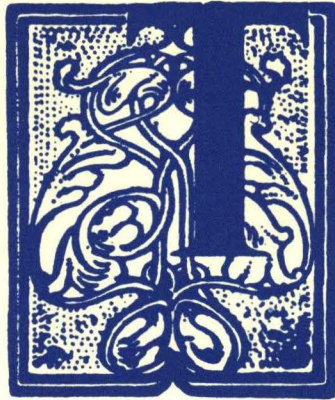
## Campuses

The Ankeny Campus is located six miles north of Des Moines within the city limits of Ankeny. Facilities are constructed on a 320 acre site, with long range plans to serve 8,000 full-time students. A total of seventeen buildings make up the campus. Facilities on campus include a bookstore, cafeteria, library, auditorium, classrooms, lounges and recreational areas.

The Boone Campus is located on a 23-acre site at the southeast edge of the city of Boone. The campus consists of two brick structures, the main academic building and the gymnasium. The following facilities are located in these buildings: classrooms, laboratories, library, auditorium, student lounge and physical education instructional area.

The Urban Campus is located at 5th and College in the City of Des Moines, and situated near the center of the Model Cities neighborhood. The structure consists of classrooms, library, bookstore, and lounges.

The CIVEC Skill Center is located at 2600 Bell Avenue in Des Moines and consists of classrooms, shops and laboratories in rented facilities.



The Carroll Attendance Center is located at St. Anthony's Hospital in Carroll. Classroom and laboratory facilities are rented in that center for the Practical Nursing program.

### ACCREDITATION

Des Moines Area Community College was granted full membership with the North Central Association of Universities and Secondary Schools in March, 1974. Students have no difficulty in transferring their credits to four year institutions. Industry and the general public recognize the quality of the college's program through the accreditation.



# THE CALENDAR '76 - '77

## Month

## Event



### FALL

September 9  
October 19  
November 25-26  
November 29  
December 1

Classes Begin  
Midterm  
Thanksgiving Vacation  
Classes Resume  
Last day of Fall Quarter

\*\*\*\*\*



### WINTER

December 6  
December 23-31  
January 3  
January 21  
March 2

Classes Begin  
Christmas Vacation  
Classes Resume  
Midterm  
Last day of Winter Quarter

\*\*\*\*\*



### SPRING

March 7  
April 15  
April 8-11  
April 12  
May 25  
May 30

Classes Begin  
Midterm  
Easter Vacation  
Classes Resume  
Last day of Spring Quarter  
Holiday — College Offices Closed

\*\*\*\*\*



### SUMMER

June 21  
July 4  
July 19  
July 28  
September 2  
September 5  
September 8

Classes Begin  
Holiday—College Offices Closed  
Midterm—General Education Division  
Midterm—Career Education Division  
Last day of Summer Quarter  
Holiday—College Offices Closed  
Fall Quarter Begins





# Academic

## Information

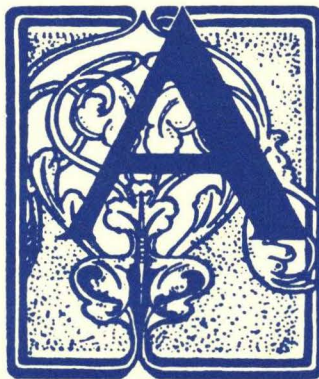
This section of your handbook describes important information about academic life at the college — registration, academic progress policies, grades, graduation, and transferring to other institutions, etc. You may wish to consult your college catalog for additional information about these and other subjects.

### REGISTRATION

**When to register** — Registration dates are publicized by the Registrar's Office prior to the beginning of each quarter. All required fees are due in full when you register for classes (See the Financial Aids Office if you are short on cash.) If you are unable to complete registration during the normal registration period, you may register during the announced late registration period for each quarter but a late fee of \$5.00 will be charged. Registration after the late registration period is possible only upon recommendation of a counselor and with the approval of the Registrar.

**Adds, drops, and audits** — You can add a course to your class schedule through the announced late registration period for each quarter. A course may be dropped any time before the last five days of the quarter and a grade of "W" will be recorded on your transcript. If you want to audit a class (to attend without credit) you can register for the course during registration or change from "credit" to "audit" status through the day referred to as mid-term.

The completion of a "Drop/Add Notice" form is necessary for any of these changes to your schedule. This form can be obtained from a counselor, faculty advisor, or the Registrar and is effective only after it has been turned into the Registrar's Office.



**Repeating courses** — You may repeat a course taken at DMACC in which you earned a grade of "C" or less. When a course is repeated only the final grade earned is entered on your college transcript and figured in the computation of your grade point average.

### WITHDRAWAL FROM COLLEGE

— If you decide to leave college prior to the last five days of a quarter you can receive a "W" in all your classes if you file an official "Withdrawal Form" with the Registrar's Office. This form is available from any counselor. If you choose not to follow this procedure, you will receive the actual grade earned in each course. Students considering withdrawal are encouraged to contact the counseling office for assistance.

### TUITION REFUNDS

Assuming you have completed the official withdrawal procedures, you may be eligible for a tuition refund. To find out more about the policy governing refund of tuition, please consult the college catalog. You should know that other registration fees, such as parking stickers and ID fees are non-refundable *and there is no refund for dropping a subject unless it is one which was cancelled by the college.*

### FINAL EXAMS

You must be present for your final examinations. In the event of an illness or other emergency during the final exam period, contact your instructor to have the exam rescheduled. In cases where illness or emergency extends more than a few days, the procedure for incomplete work should be followed.

### THE STUDENT ID CARD

During your first quarter registration you will receive a DMACC student identification card. Keep it with you at all times along with your current registration fee receipt because you will need it to register for classes each quarter, check out library materials and get into certain college activities. If you lose the card it can be replaced at the Student Affairs Office for a charge.





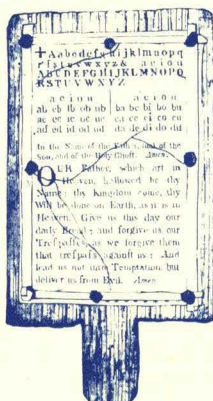


## ACADEMIC ACTIONS NEW STUDENTS

**Full Admissions:** This status on all admissions material indicates that the student should not have difficulty in the specific program.

**Conditional Admissions:** This status means it is believed that an applicant may have difficulty in coping with coursework. That person, with the assistance of the admissions staff, will then pursue one or more of the following alternatives:

1. Complete a developmental program prior to "full admissions."
2. Enter the full program but with "Warning Status" noted in the acceptance materials.
3. Enter the program on a "Restricted Plan."



## Returning Students

**Warning status:** A system has been developed whereby returning students will be notified if they are having serious academic difficulties (performance below minimum standards — unless higher departmental standards have been established) so that those students can experience options to overcome the difficulty. Those options can include the following.

1. Visit with a counselor to explore other options.
2. Reduce course load.
3. Consider a developmental program to strengthen background.
4. Retake those courses which led to poor performance.

**Restricted plan:** Upon completion of the quarter, any student on "Warning Status" who still falls below the minimum standard, can with the endorsement of the program chairperson (Career Education), or the department head (Arts & Sciences), continue on a "Restricted Plan" developed jointly by that chairperson/department head and the student with the assistance of a counselor. The "Restricted Plan" will include reducing course load, improving cumulative grade point average and extending the length of time required to graduate. Notation of "Restricted Plan" will be made on the student's permanent record.

**Withdrawal action:** Students who are on "Warning Status" or "Re-

stricted Plan" but who fail to improve will, upon written notification by appropriate instructional personnel to the Registrar, be required to withdraw from that instructional program with "withdrawal action" noted on the students' permanent record. If this occurs, the student is encouraged to explore with the assistance of an admission or program counselor, the following options:

1. Seek admission to a program of the college for which the student shows promise.
2. Seek re-admission to the program at a later date.
3. Seek other opportunities.





## OUR GRADING SYSTEM

The following grading scale and designations are used by the Registrar's Office in recording academic work on your official college transcript:

- A — Superior
- B — Above Average
- C — Average
- D — Below Average
- F — Failing
- W — Drop or withdrawn
- I — In Progress
- N — Audit No Credit
- P — Passing
- Q — No Credit — No Pass
- T — Credit by Testing
- X — Course Repeated
- L — Credit for prior educational or occupational experience

## COMPUTING YOUR G.P.A.

It is important that you are able to figure your grade point average. The method of computing grade point average is as follows:

- a. Multiply hours of credit in each course by the appropriate grade points.
- b. Total the grade points earned.
- c. Divide the total grade points earned by the number of hours undertaken excluding courses in which a "W", "I", "N", "P", "Q", "T", or "L" were received.

Example:

	QTR. HRS.	Grade	
Exp. Analysis	3	XA (4 pts)	12
Fund. of Speech	3	XB (3 pts)	9
Math	5	XC (2 pts)	10
Chemistry I	4	XD (1 pt)	4
Govnt. I	3	XF (0 pts)	0
Total Quarter Hours	18	Total points	35

Divide 35 points by 18 quarter hours = 1.944 G.P.A.

- A = 4.00 G.P.A.
- B = 3.00 G.P.A.
- C = 2.00 G.P.A.
- D = 1.00 G.P.A.



# Grades, Classifications and Graduation

## STUDENT CLASSIFICATIONS

DMACC has six official student classifications.

**Freshman** — a student who has earned fewer than 48 quarter hours of credit.

**Sophomore** — a student who has earned 48 or more quarter hours of credit.

**Full-Time** — a student registered for 12 or more credit hours of college work per quarter.

**Part-Time** — a student registered for 11 credit hours or less of college work per quarter.

**Special** — a part-time student enrolled in credit courses without having completed formal admission procedures and without being a candidate for a degree or diploma.

**Guest** — An arts and sciences student attending Des Moines Area Community College on an interim basis who has already been accepted for admission to another college. Normal admission procedures and the admission fee will be waived.

## APPLICATION FOR GRADUATION

If you plan to earn an Associate Degree or Diploma, you must file a "Graduation Application" with the Office of the Registrar along with a \$10.00 graduation fee (to cover the cost of graduation). It must be filed by mid-term of the quarter preceding the quarter in which you expect to complete graduation requirements. You will be considered a candidate for graduation only upon completion and filing of the Graduation Application form.

Also, while you may complete requirements for graduation during any quarter, commencement exercises are held only at the end of spring and summer quarters. Students completing course work in the fall or winter quarters are encouraged to participate in the spring commencement exercises.

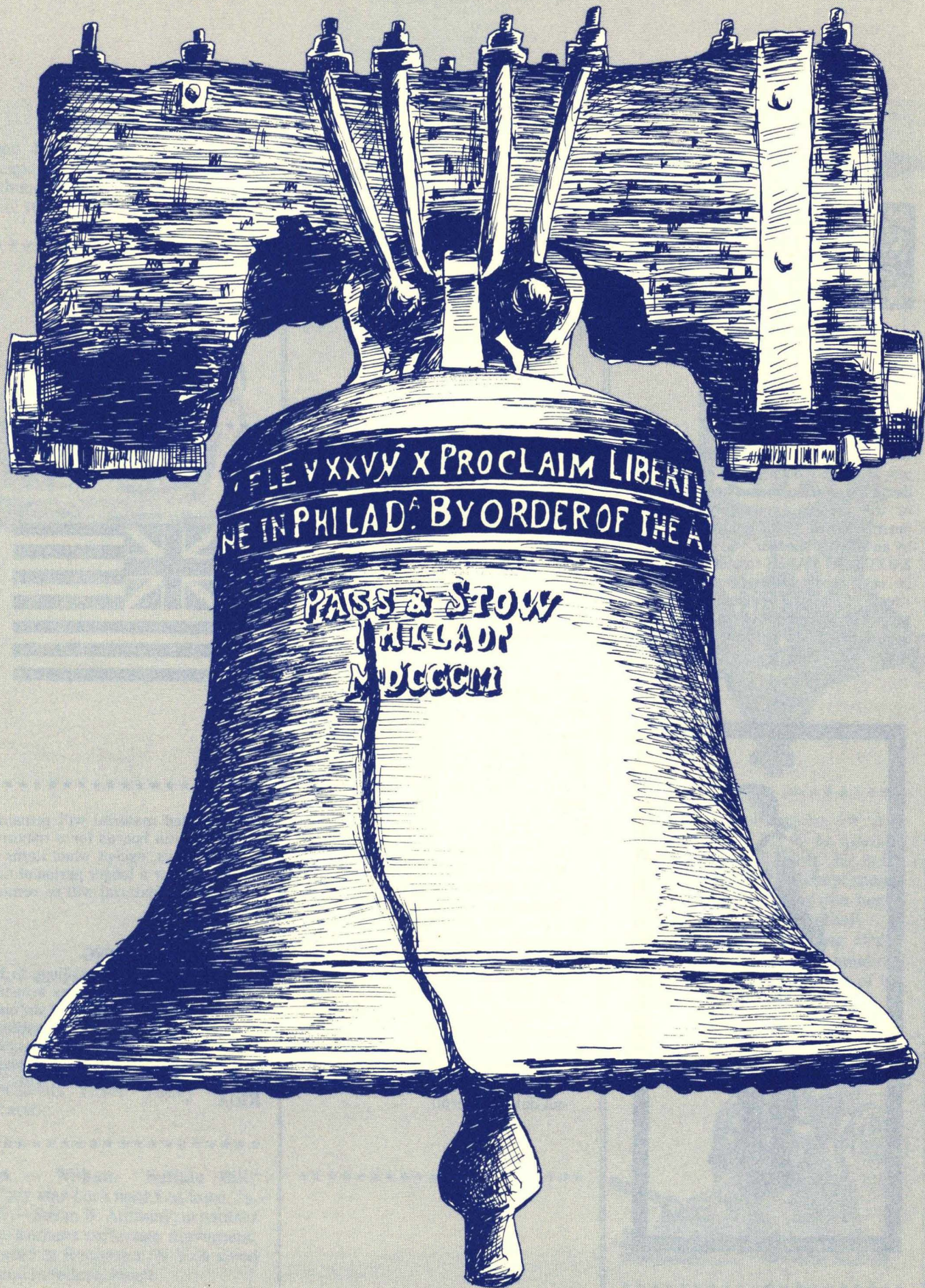
## TRANSCRIPTS AND TRANSFERRING

**Transcript requests** — The courses you take at DMACC are recorded on your official college transcript by the Registrar's Office. This record is confidential, and can be issued only upon written request by you. While you are enrolled in college, up to six transcripts will be supplied free of charge for the purposes of school, job, and/or military placement. A fee of \$1.00 is charged for transcripts requested after you graduate or withdraw from college. Request forms for this purpose are available from the Registrar's Office.

**Transferring to other institutions** — The college is continually working to provide up-to-date information about transferring to other education institutions. Counselors and faculty advisors will make every effort to assist you in designing a program of study to meet the curriculum requirements at a four-year institution. Students intending to transfer to a four-year college or university should begin to make plans as early as possible in their college programs, using the following guide:

- Obtain a current catalog of the institution to which you wish to transfer and study its entrance requirements and suggested freshman and sophomore programs in the major field in which you are interested.
- Confer with a college counselor or faculty advisor about fulfilling these requirements.
- Keep in mind that students transferring to a four-year institution are generally required to have maintained a grade point average of at least 2.00 for all college work previously attempted.
- Confer, either by letter or by personal interview, with a department representative at the senior institution for further information about curriculum and transfer regulations.
- Check carefully, a quarter or two before transfer to be certain all requirements will be met and all regulations observed to the satisfaction of the senior institution.









## On Campus

**OUTGOING CALLS** may be made on any of the pay phones provided for students use. Office phones are for the use of the faculty exclusively. Special permission to a student may be given by an activity sponsor.

A black and white photograph of a man standing in profile, facing right. He is wearing a long, dark, textured coat with a high collar and a row of buttons down the front. The coat has a large pocket on the left side. He is also wearing dark stockings and dark shoes. His hair is pulled back into a small ponytail. The background is a plain, light color.

The college newspaper is published by students interested in journalism, under the direction of a Board of Communications and with the sponsorship of a faculty advisor. It expresses student and staff opinion and reports college events, the college calendar, and other information of interest to students. Any student interested in working on the staff should contact the Student Services Office.

Bulletin boards are for information or announcements relevant to the institution, students and staff. The college will maintain two types of bulletin boards: "Official" and "General Interest".

- ★



- ★

- All posted material will remain on the bulletin boards for a maximum of ten days, except when items are relevant for a longer period of time. Out-dated material will be removed immediately.

It is the policy of the College to hold regular classes on all days scheduled on the college calendar. If an emergency develops requiring the institution to close, the following radio stations will be asked to announce the closing: KRNT, WHO, WOI, KSO, KWBG, and KIOA.





## Where to Find It

### ANKENY CAMPUS

### BOONE CAMPUS

### URBAN CAMPUS

Academic Advisement	Counselor	Counselor	Counselor
Auditing a Course	Counselor	Counselor	Counselor
Selecting a Course	Counselor	Counselor	Counselor
Change of Program	Registrar	Adm. Office	Counselor
Course Grades	Counselor	Counselor	Counselor
Selection of Program	Counselor	Counselor	Counselor
Dropping a Course	Counselor	Counselor	Counselor
Withdrawal from the College	Counselor	Counselor	Counselor
Accidents			
Auto (On-Campus)	Campus Security	*Adm. Office	*Adm. Office
Injury	Health Service	*Adm. Office	*Adm. Office
Advising (See Academic Advis.)			
Adult Education	Adult Education Office	Adm. Office	Learning Center
Automobile (See Parking)			
Bulletin Boards	Student Affairs Office	Deans' Office	*Adm. Office
Campus Events	Student Affairs Office	Deans' Office	*Adm. Office
Comprehensive Learning Center	Learning Center	Library	Library
Counseling			
Academic	Counselor	Counselor	Counselor
Activities	Student Affairs Office	*Adm. Office	Counseling Center
Financial	Financial Aids Office	Financial Aids Office	Counseling Center
Health	Health Service		
Personal	Counselor	Counselor	Counselor
Transferring	Counselor	Counselor	Counselor
Vocational	Counselor	Counselor	Counselor
Vocational Rehabilitation	Voc-Rehab Counselor	Voc-Rehab Counselor	Counselor
Degree			
Application	Registrar	Registrar	Counselor
Requirements	Counselor	Counselor	Counselor
Drops (See Academic Advisement)			
Emergencies	Call Campus Operator "0"	Call Campus Director "21"	Call Adm. Office 244-4226
Employment			
Placing of Graduates	Placement Office	*Adm. Office	Counseling Center
Student (Part-time)	Placement Office	*Adm. Office	Counseling Center





## Where to Find It

### ANKENY CAMPUS

### BOONE CAMPUS

### URBAN CAMPUS

Evening College  
Examinations  
Class  
College Testing  
Facilities  
Academic and Classroom  
Financial Aids  
First Aid  
Grades (See Academic Advisement)  
Graduation  
Requirements  
Ceremonies  
Housing Information  
and Regulations  
Identification Cards  
Insurance  
Intramural Athletics  
Library  
Loans & Scholarships  
Lost and Found  
Newspaper  
Organizations & Clubs  
Parking  
Appeals  
Auto Registration  
Regulations  
Special Permits  
Tickets — Payments  
Violations — Inquiry Regarding  
Transcripts  
Transfer (See Counseling)  
Tutoring Information  
Veterans Affairs  
Withdrawal (See Academic Advisement)

Evening Supervisor  
  
Instructor  
Admissions Office  
  
Registrar  
Financial Aids Office  
Health Service  
  
Registrar  
Registrar  
Housing Office  
  
Student Affairs Office  
Registrar  
Student Affairs Office  
Librarian  
Financial Aids Office  
Student Affairs Office  
Student Affairs Office  
Student Affairs Office  
  
Student Affairs Office  
Campus Security Office  
Campus Security Office  
Campus Security Office  
Campus Security Office  
Student Affairs Office  
Registrar  
  
Special Services Office  
Vet Affairs Office

Deans' Office  
  
Instructor  
\*Adm. Office  
  
Deans' Office  
Financial Aids Office  
\*Adm. Office  
  
Registrar  
Registrar  
Housing Office  
  
Business Office  
Business Office  
\*Adm. Office  
Librarian  
Financial Aids Office  
\*Adm. Office  
Student Senate Sponsor  
Student Senate Sponsor  
  
Business Office  
Business Office  
Business Office  
Business Office  
Business Office  
Business Office  
Business Office  
Registrar  
  
Counselor  
Counselor

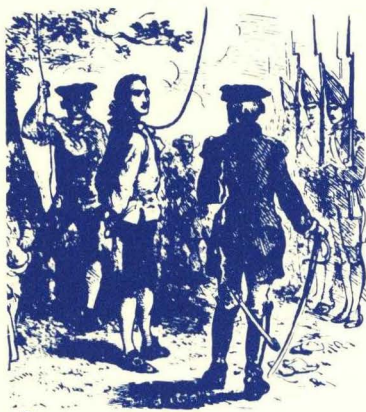
Counseling Center  
  
Instructor  
Counselor  
  
\*Adm. Office  
Counselor  
Counselor  
  
Counselor  
Counseling Center  
Counseling Center  
  
Counseling Center  
Counseling Center  
Counseling Center  
Librarian  
Financial Aids Office  
\*Adm. Office  
Counseling Center  
Counseling Center  
  
Counseling Center  
  
Counseling Center  
Counselor

\*Note....Adm. Office—Main Administration Office  
Learning Center—Comprehensive Learning Center



# Campus

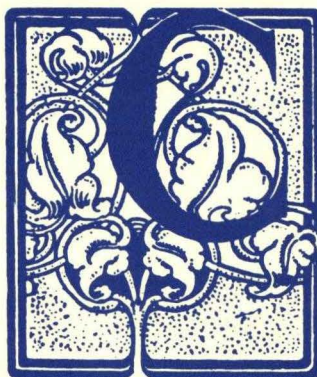
## Policies and Procedures



### CONDUCT AND DISCIPLINE

Any student, or group of students, who fails to observe either the general standards of conduct or any specific regulation adopted by the college, or who acts in a manner not in the best interests of fellow students or the College, shall be liable to disciplinary action, such as:

- Any student who has in their possession, or consumes or uses on school property alcoholic beverages or drugs punishable by civil law, will be subject to disciplinary action. This ruling applies to functions sponsored by the College or any of its organizations on the campus. Any student with a personal problem in this area may seek confidential help from the counseling staff.
- The possession or presence of dangerous weapons unlawful to possess in public will not be permitted in classrooms or laboratories.
- The College has an established procedure for students who have a grievance against the institution. See a counselor for procedures to be followed.



### COLLEGE ATTENDANCE POLICY

Experience has demonstrated that absence and tardiness contribute to academic failure. Any absence interferes with the learning process. The legitimacy of the reason for absence in no way minimizes the loss incurred. Therefore, the College is committed to the importance of regular attendance in all classes.

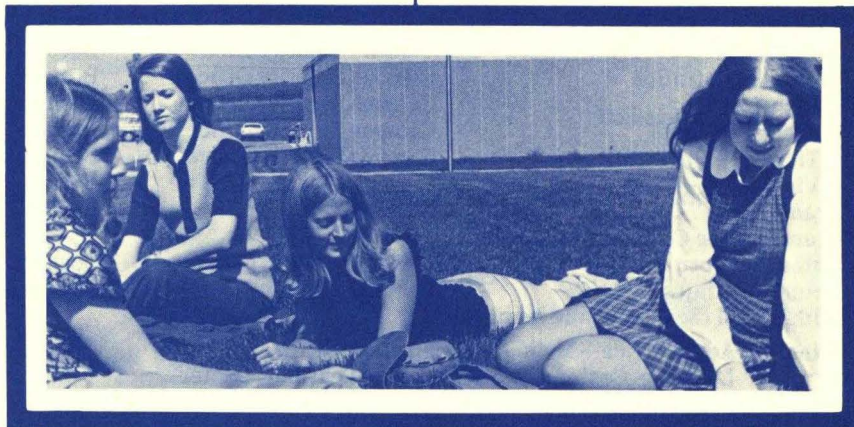
Instructors will hold all classes as scheduled, and students are expected to be in attendance. If students are absent the instructor is in the best position to judge the effect of that absence on the students' progress.

When in the judgment of the instructor, any students' absences are seriously affecting their learning, the students will be referred to the Counseling Center. Students so referred will be notified that they are on attendance probation. Continued absences from the class during the quarter may result in the instructor recommending suspension of the students from the course.

Any students who have been suspended from a course because of excessive absence have the right of appeal. Such appeal shall be made first to the Director of the Division of the College involved. Further appeal may be made to the Campus Judicial Board.

Students shall continue to be enrolled and attend class if they appeal the suspension decision, until disposition by the Judicial Board. Students rights and due process procedures will be assured through the Judicial Board process.

After any absence, it is the responsibility of students to contact their instructors to obtain make-up assignments, and to be sure they are completed. All instructors recognize the unavoidable nature of illness. It is institutional policy to support and encourage student involvement in





significant activities and experiences outside the classroom. However, no absence, whatever reason, relieves students of the responsibility for completing all work assigned.

Emergency leaves may be granted for short periods of time if students present satisfactory reasons and secure advance approval from their instructors. Examples: (Hospitalization, National Guard, or Reserve Duty). Emergency leave forms are to be secured from a counselor, signed by the instructor and returned to a counselor.

Instructors are expected to give make-up assignments for all work if the emergency leave petition is approved. Under no circumstances will leaves be granted at the end of a quarter when finals would be missed or course requirements not fulfilled. Students desiring leaves should contact their college counselor.



\*\*\*\*\*

## RELEASE OF INFORMATION

Student's records and information are confidential and are released only for legitimate purposes. A "Release of Information" form should be on file in the Registrar's Office for each student, indicating which, if any, part of the record can be released. If you have questions regarding the college's policy, contact the Registrar's Office or see a counselor.

## INDEBTEDNESS POLICY

No student may register in any new quarter who has a prior unsettled indebtedness to the college, nor during the period in which the indebtedness remains unsettled may any evidence of attendance or other official credentials be obtained from the college.

Indebtedness shall include tuition and fees, library and parking charges, and other charges incurred by the student and owed to the College.

\*\*\*\*\*

## FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

The following summarizes the provisions of the Act. If students wish to have a copy of the complete Act and subsequent amendments, they may request so in the Registrar's Office. There will be a charge of \$1.00 for the copy.

- Students have the right to inspect and review their educational records. (DMACC will grant students the right to inspect their educational records within 45 days of their request.)
- Students do not have the right to inspect confidential letters and statements of recommendations which were placed in their educational records prior to January 1, 1975, nor to the financial records of their parents, nor to confidential recommendations (for which they have signed a waiver) in respect to admissions application for employment or receipt of an honorary recognition.
- Students have the right to a hearing to challenge the content of their educational records in respect to the accuracy of such records, in regard to whether the records are misleading or constitute a violation of their privacy or other rights.



\*\*\*\*\*

- The hearing shall provide students an opportunity for the correction or deletion of inaccurate misleading or inappropriate data and shall provide them opportunity to insert in their records a written explanation of the contents of the records.
- Except as provided for within the Act, personally identifiable information about students cannot be released without their written consent. The College may release "directory information" without their written consent unless they specifically request that such information not be released. (see below)
- The College will maintain a record of access to students' educational records. This record is accessible only to the student and the staff in the Registrar's Office, or as provided for in the Act. The record of access will not carry access to educational records by officials at DMACC who have a legitimate education interest.
- Students may request and receive copies of all or part of their educational records. (There is a charge of 10¢ per sheet copied.)
- Students have the right to request and receive a response that will explain or interpret their educational records.

\*\*\*\*\*



## Directory Information

DMACC considers the following information as public information and will release such information *without the students' written consent unless they specify otherwise*:

1. Name
2. Address
3. Telephone Number
4. Date of Birth
5. Place of Birth
6. Field of Study
7. Activities Participation
8. Sports Participation
9. Weight & Height  
(for athletic teams)
10. Dates of Attendance
11. Degrees and Awards
12. Prior Educational Institutions attended.

## RETURNED CHECK POLICY

Due to the additional expense to the

College when a check is returned from a bank for insufficient funds, stop payment or account closed, the following procedures will be followed.

- The student involved will be contacted by the Business Office and requested to redeem the check.
- If the check is not redeemed or arrangements made for redemption within one college day after the student is notified, the student may be suspended from classes until the check has been redeemed.
- Any check not redeemed within 10 days will be subject to legal action.
- A charge of \$5.00 will be assessed the student for all checks returned by a bank.
- If a returned check results in non-payment of 50% or more of the required tuition and fees, the student's registration will be cancelled.



\*\*\*\*\*

## PARKING AND TRAFFIC REGULATIONS

Since DMACC is a commuting college, the campuses have an unusually high number of cars driving on and around the campus. Each Campus and Attendance Center has its own unique problems with traffic control and parking lots. Therefore, you are urged to acquaint yourself with the parking regulations for the campus or center you are attending.

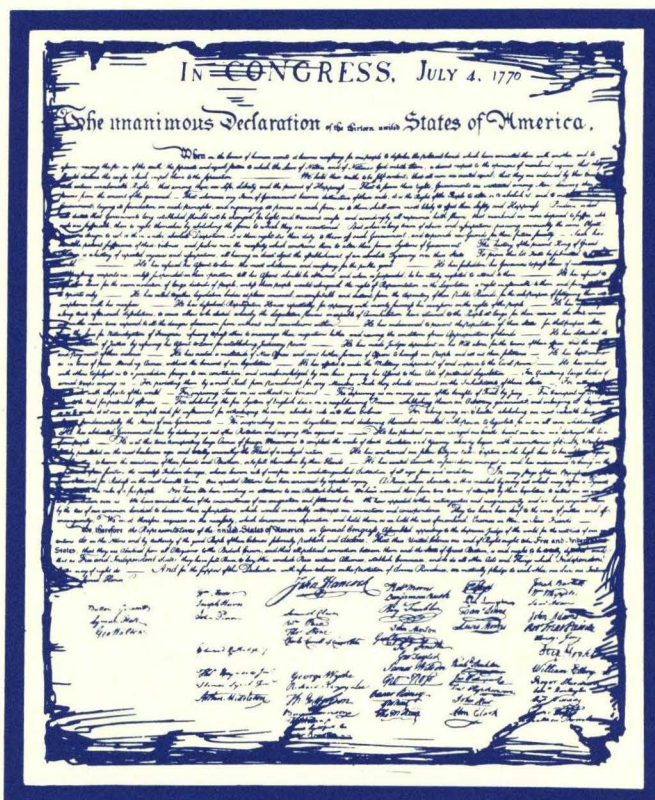
The Ankeny and Boone Campuses have parking lots assigned to staff, students and visitors. Pedestrians on these campuses have the right-of-way; a list of parking regulations and fines are established.

The Urban Campus has only on-street parking for students. City of Des Moines regulations apply to all street parking.

## LOSS OF CLASS DAYS POLICY

In the event of extreme weather or other unusual conditions that cause excessive loss of attendance days, students may be asked to make up the missed contact hours on other than regularly scheduled instructional periods.

\*\*\*\*\*







# Services For Students

## FINANCIAL AIDS

The college maintains a very fine financial aids program. Scholarships, grants, loans, and work-study employment are available, either singly or in combination, to help a student meet the financial obligations involved in obtaining an education. Financial Aid is available to students enrolled at any of the DMACC attendance centers for both full and part-time students. If you are experiencing financial difficulties, please contact the Financial Aids Office for short term or long range assistance.

## PLACEMENT

Placement credentials on all graduating students are made available through the Placement Office of the college. Placement credentials include evaluations of progress completed by instructional staff and a resume or personal data sheet. Students may choose to include a college transcript and employment references obtained from former employers or clinical training stations. A Release of Credential Information must be included as a part of the records in order for the Placement Office to release credential information.

Although Placement credentials are confidential in nature, students may review written credential materials and withhold information which they feel is not representative of their performance.

Students will clear with the Placement Office as a part of their process of graduating from the college.

## EMPLOYMENT

Students may gain assistance in seeking full-time or part-time employment

through the Placement Office. All available job openings are kept on file in the Placement Office on the Ankeny Campus, or the Counseling Offices on the Boone or Urban Campuses.

A graduate placement service is maintained for all students of DMACC in the Placement Office on the Ankeny Campus. All graduating students from career education and general education may receive services, such as resume and credential preparations, up-to-date labor market trends, job referral, scheduling of employer visits.

## EDUCATIONAL ADVISING

The college has a comprehensive student advising system coordinated by the Counseling Center. Advising and counseling services will assist you in outlining an educational plan for your studies here on campus. Educational advisors and counselors will also help students planning to transfer to a four year institution in coordinating their studies on the DMACC campus with the requirements of the four year schools. Detailed information on many four year Iowa schools is available. It is to your benefit to consult with an educational advisor early in your college career.

## COUNSELING CENTER

You say you're confused, bewildered, walking up a one way street the wrong way, don't know where to turn? If you haven't talked to someone why not try the DMACC Counseling Center? Our group of clean, friendly, sincere, brave and loyal helpers are ready to assist you in making it through the day . . . night . . . the next day . . . week . . . month . . . year. They will help you get headed toward a more satisfying, fulfilling future. It's free, confidential, and dedicated to helping you cope with the confusion in the world we all live in.

The Counseling staff is committed to facilitate individual growth and to provide every possible aid to each

student to better utilize his/her own capabilities. The staff recognizes that students can develop personal initiative and responsibility for planning a future only to the extent that they have knowledge about themselves and the goals they have set, making meaningful and relevant counseling essential.

Beginning with orientation, counseling services in areas such as self-understanding, career-life planning, test and record interpretation, and program and policy information are available to assist each student in selecting programs or courses to suit the individual's particular skills, aptitudes, aspirations, and preparation. During the quarter, the staff works and consults with instructors to meet developmental needs of students.

The Counseling Center provides opportunities for group and individual experiences designed to assist students in growth towards healthy attitudes and mature acceptance of responsibilities. These experiences include workshops, seminars, and special programs in areas such as:

- Human Relations
- Communication Skills
- Assertiveness Training
- Reducing Speech and Test Anxieties
- Leadership Training
- Rational Self-Development
- Values Clarification
- Motivation Programs

Counseling services help students learn ways of solving individual academic, social, personal, vocational problems and conflicts, utilizing knowledge of self in the setting and achieving of goals. The counseling staff doesn't have solutions to all problems, but is committed to help students build a foundation for dealing with problems.

In summation the total counseling staff is devoted to a philosophy of human development with the goal of helping students learn life development skills that will carry over to all parts of life.



### **VETERANS' AFFAIRS**

The Office of Veterans' Affairs provides assistance in making arrangements for veterans' benefits and processing veterans' records. The services of the Veterans' Affairs Counselor are available to any student veteran. Any veteran who is experiencing difficulties in records and benefits, academic standing, or institutional life should see the Veterans' Affairs Counselor.

### **HEALTH SERVICE**

First aid care is available in case of illness or injury occurring to students while on any campus. If emergency medical care is needed, medical facilities in Ankeny, Boone and Des Moines communities will be used at the student's expense.

On the Ankeny Campus, a registered nurse is on duty Monday through Fri-

day, 8:00-4:30. Services available through this office include allergy injections and help with chronic or recurring health problems. The Campus Nurse also provides counseling and referral for a wide range of needs, in addition to first aid and care of minor illness. Students are welcome here anytime.

### **STUDENT HOUSING**

Housing is available in private homes and apartments near the campuses. A current list of available housing is maintained in the Student Services Office. It is the students' responsibility to visit available housing, and reach agreement with the property owner concerning rental, house policies, privileges and responsibilities.

All students must notify the Registrar's Office of any change of address.



**Liberty is the one thing you  
can't have unless you give  
it to others.**

**William Allen White**

### **TUTORIAL ASSISTANCE**

This service provides tutoring by other students on a one-to-one or small group basis for students whose academic achievement indicates a need for special assistance.

Tutorial assistance is available primarily to students with financial needs and/or physical handicaps, as well as to all veterans. All veterans and spouses or children of veterans who are receiving educational benefits are eligible for tutorial services funded by the Veteran Administration. This assistance has no effect on regular V.A. entitlements.

### **CAREER EXPLORATION CENTER**

The career planning service (Career Exploration Center) is provided for students who are unsure of their interests or abilities. The center is located at the Urban Campus of DMACC, 5th and College Street, Des Moines, and is available to all students or prospective students of DMACC.

Through the center's unique "hands-on" career exploration procedure, the students can determine their interests and abilities by trying out several different kinds of work experiences. Materials and equipment commonly used on the job are provided for a large variety of tasks.

### **REHABILITATION COUNSELING**

Are you eligible for financial aid for your education by reason of physical or mental disabilities? A Vocational Rehabilitation Counselor is located on the Ankeny Campus, who makes regular visits to the Boone Campus, where further inquiry may be made in regard to eligibility for provisions of services. A downtown Des Moines Office may also be contacted.



## FOOD SERVICE

Food Service on the several campuses of DMACC will be found in two forms: dining room/cafeteria facilities and/or vending machine rooms.

The cafeteria service located on some campuses includes daily breakfast and lunch menus and snacks until 9 p.m. Special luncheons and receptions may be arranged. Vending machine service on all campuses provides additional food, beverages and snacks.

## COLLEGE BOOKSTORE

The College Bookstore, which has an administrative office on the Ankeny Campus, has branch sales offices on the Boone Campus and Urban Campus. Each campus sets the hours the bookstore is open.

All new textbooks are sold at list price. Special orders for any books in print are welcome.

The bookstore operates a textbook "buy-back" service at the close of each quarter of classes. Many used books are available—you may save money by shopping early.

A list of classes with books needed is posted each quarter at the bookstore.

Be sure to keep your cash register receipts for all purchases.

## COMPREHENSIVE LEARNING CENTER

For academic improvement and personal enrichment, the C.L.C. (Comprehensive Learning Center) offers a wide variety of educational materials and services. In the Centers, students progress at their own rate to upgrade mathematics, reading, writing, and study skills, or enroll in courses designed to extend one's knowl-



edge in a specific area like electricity, programming, blueprint reading, physics, and chemistry.

Individuals may enroll in the C.L.C. when academic upgrading skills are needed prior to acceptance in an educational program at the college.

Special equipment for individual use is available such as: tape recorders, filmstrip projectors, slide projectors, record players and other teaching machines.

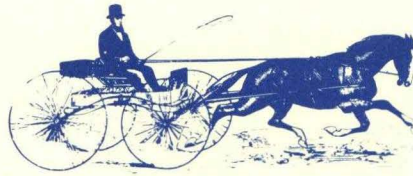
If you are looking for some place to do individual learning, check out the Learning Center at one of these locations: East Branch Center, Urban Campus, Boone Campus, or the Ankeny Campus. Remember, services of the Centers are free to all full-time students at DMACC.

## STUDENT ACCIDENT INSURANCE

A program of low rate and high coverage student accident insurance is available at registration time and at other times information is available through the Student Services Office. Coverage may be limited basically to school hours or obtained on a full-time basis. Students are urged to obtain this protection unless they have adequate protection through other insurance coverage.







# Student Activities

Much of college growth is the result of student participation in activities, clubs and organizations. It is the philosophy of the College that co-curricular activities compliment the academic program. Any interest or talent that you have can be used somewhere. If you cannot find a place for your interest, then you have the opportunity of starting a new activity. The activities are financed by your activity fee which is charged every quarter in addition to regular tuition. Student representatives elected to the Student Government are responsible for assessment and disbursement of this activity fee. It is designed this way so that your interests will be reflected in the activity program.

**One of the advantages of a community college is that the activities programs are not dominated by upper classmen. There is a rapid turnover of student membership in any activity or club every year. This means that you have the opportunity to participate in the activities that are of interest to you, and also have the chance to develop your leadership skills early in college. Activities and clubs are eagerly seeking you to replenish the sophomore who has graduated from college.**



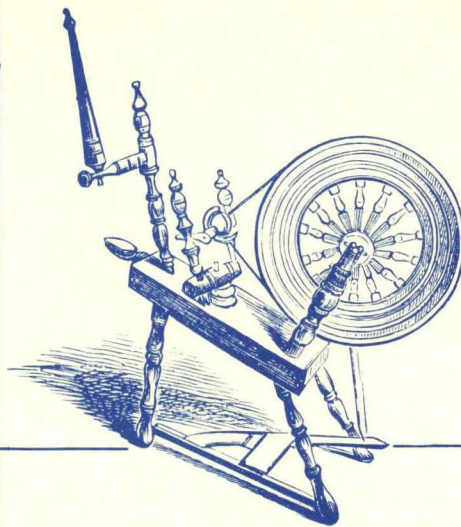
## INTEREST CLUBS

**Drama Club**  
**Distributive Ed Club of America**  
**(DECA)**

**Karate**  
**Sky-diving Club**  
**Veterans' Club**  
**Vocational Interest Club of America (VICA)**





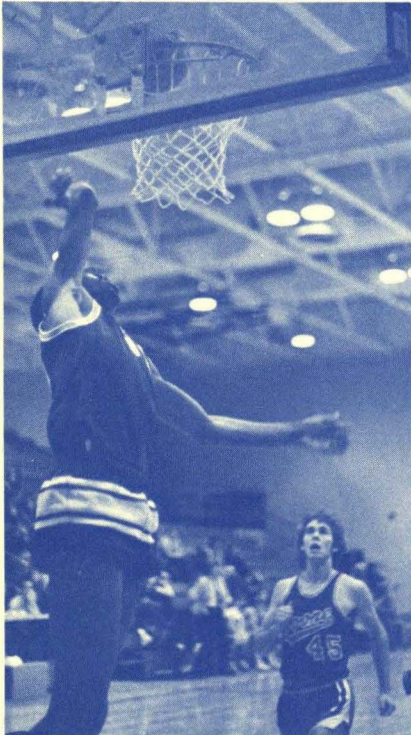


## **ATHLETICS**

Basketball  
Baseball  
Golf

## **INTRAMURALS AND CAMPUS RECREATION**

Flag Football  
Basketball  
Volleyball  
Softball  
Tennis  
Golf  
Billiards  
Foosball  
Pinball  
Table Tennis  
Frisbee



## **OTHER ACTIVITIES**

DMACC Chorus  
Student Newspaper  
Student Senate



## **DEPARTMENTAL CLUBS**

- Accounting Specialist Club
- Agri-Business Club
- Architectural Drafting Club
- Art Club
- Auto Mechanics (Piston Polishers)
- Building Trades (Quality Craftsman)
- Child Care Club
- Commercial Art Club
- Dental Assistants Club
- Dental Hygienists Club
- Des Moines Area College International Organization (DMACIO)
- Diesel Mechanics (Prime Movers)
- Drama Club
- Electronics Club
- Fashion Merchandising Club
- Financial Marketing Club
- Hotel and Restaurant Management Club
- Industrial Marketing and Management Club
- License Practical Nursing Club (LPN)
- Mechanical Drafting Club
- Medical Assistants Club
- Medical Lab Assistants Club
- Office Education Association Club (OEA)
- Operating Room Technician Club (ORT)
- Printing Club
- Respiratory Therapy Club
- Retail Marketing Club
- Student Association of Iowa Community Colleges (SAICC)
- Student for Democratic Action Club
- Tool and Die and Job Machinist (Carbide Kids)
- Welding Club

\*\*\*\*\*







# Student

## Activities

### SOCIAL LIFE

A good place to become acquainted with other students is at a social event. Over the years, students have developed a wide-range of activities to encourage extensive participation. The Student Activities Committee develops and coordinates the annual calendar of events. Activities are financed by monies received from the Student Activity Fee.

Your ideas and suggestions are needed at all times; the activity program is designed by and for you. You may be interested in serving on this planning committee.

### INTRAMURALS, CAMPUS RECREATION AND ATHLETICS

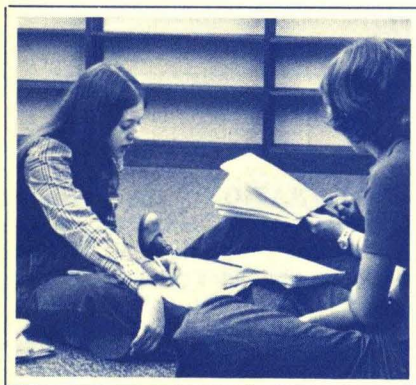
Students are encouraged to participate in the many activities that are offered through the College. All events and league activities with entry dates will be individually posted on bulletin boards.

DMACC has established certain guidelines which must be adhered to by all participants in sports activities. Please obtain a current copy of the "DMACC Intramural, Campus Recreation and Athletic Handbook" for a complete listing of activity dates and guidelines for participation.

The college does not carry accident insurance on individual participants in intramural and recreational activities. Be sure your family or individual hospital insurance is adequate to cover your participation in sports.

### THURSDAY A.M. ACTIVITY HOURS

An Activity Hour has been scheduled from 11:00 a.m. to 12:00 noon on Thursdays for the 1976-77 academic year. Some Career Education and Arts and Sciences classes will be scheduled during the hour in order to meet curriculum demands. The purpose of this hour is to provide a period of time in the college week that permits students an opportunity to select an activity outside of the scheduled classroom time.



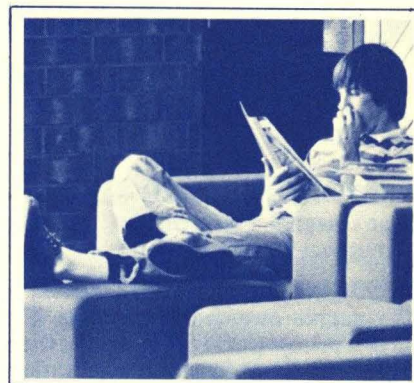
### PARTICIPATION IN INSTITUTIONAL GOVERNANCE

College should never become a kingdom for one group to decide the manner of operation for other groups. It should, however, be a dynamic cluster with three major contributing groups, the administration, faculty and students.

The students at DMACC are fortunate in that they have been granted a large say in the operations of this college. An institution-wide committee structure has been formulated to insure communication and involvement of students, faculty and administration in the decision-making process. This structure includes an over-all organization known as the College Council, with seven standing committees and special committees as needed. Student representatives are chosen annually by the Student Senate. You might consider the opportunity to serve in the decision-making body of the College.

### STUDENT SENATE

Students are needed at all levels of student government. The Student Senate as the primary student governing body, is an important part of the organization of the College. Through its work, students are provided an opportunity to participate in the operations of this college. The Senate needs bright, serious minded members who will stand strong for student rights. If you are interested in this type of challenge, the Senate needs you to help carry on the work of creating "student life" on campus.



### REGISTRATION CARDS

After your fees are paid, you will receive a "Registration Card" that will be used in conjunction with your permanent identification card. This card will be issued each quarter that you register for classes, serving to validate your I.D. for that quarter. It must be displayed for admission to most activities, and to vote in any student election. Your registration card is important to you/keep it handy and don't lose it!

### HOW TO START A NEW CLUB

- Discuss the feasibility with the Student Activities advisor.
- Obtain a faculty advisor.
- Request temporary sanction by the Student Senate. Temporary sanction provides you six weeks to recruit other members, write a constitution and plan future activities.
- Clubs with temporary sanction may:
  - a. use school facilities for meetings.
  - b. put notices on college bulletin boards
  - c. advertise on campus for members
  - d. sponsor an event with senate approval
- At the end of six weeks, temporary sanctioned clubs and their advisor must present a constitution, a financial statement and list of proposed activities to the Student Senate. The Senate may at this time grant permanent sanction, continue temporary sanction, or discontinue the club.
- The President of the club or a written designee should assume legal responsibility for the activities of the club and its members during club activities.





# TERMINOLOGY

## YOU NEED TO KNOW

**ASSOCIATE DEGREE** — A two-year degree offered by colleges throughout the United States.

**ASSOCIATE IN ARTS DEGREE** — The degree awarded to students who have a primary goal of continuing their education to a four-year institution. The general core requirements and the program course requirements in their area of specialization must be fulfilled.

**ASSOCIATE IN APPLIED SCIENCE** — The degree awarded to students who complete a two-year technical curriculum.

**AUDIT** — To attend a class without credit.

**CAREER EDUCATION** — Programs that vary in length from six weeks to 21 months and lead directly to employment. Students completing these programs receive either the Certificate of Completion, Diploma or Associate in Applied Science Degree.

**CERTIFICATE** — A certificate of completion is issued to signify that a student has completed a specific short-term course of study.

**COUNSELOR** — Member of the Office of Student Life prepared to help students with personal problems, vocational choices and academic plans.

**COURSE DESCRIPTION** — Statements identifying the contents of a course. Course descriptions are found in the college catalog.

**COURSE SECTION** — A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific numbers and times. Some courses in the class schedule will have many sections.

**CURRICULUM** — A group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree.

**TRANSCRIPT** — The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.

**DEGREES** — A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (PhD), and the Doctor of Education (EdD).

**DIPLOMA** — Diplomas are issued to individuals who complete a curriculum of short duration.

**ELECTIVE** — A non-designated course within a curriculum. An elective permits a student to select a course of their choice within their program, rather than taking specifically designated courses.

**GRADE POINT AVERAGE** — A numerical average which indicates success or failure in a student's college work; this is based on a scale ranging from 0.0 (F), 2.0 (C) to 4.0 (A).

**MAJOR** — The subject matter in a field of study a student selects on which to place a major emphasis.

**MINOR** — The subject matter in a field of study a student selects on which to place minor emphasis.

**PLACEMENT** — Assistance offered to enrolled students and graduates by the Office of Student Life in gaining an assignment to a job.

**REGISTRATION** — The process of selecting courses, completing college forms, and paying fees all of which should be completed prior to the beginning of classes each term.

**SEMESTER HOURS** — Colleges on the semester system grant credits in terms of semester hours. A semester hour is worth 1.5 quarter hours. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds.

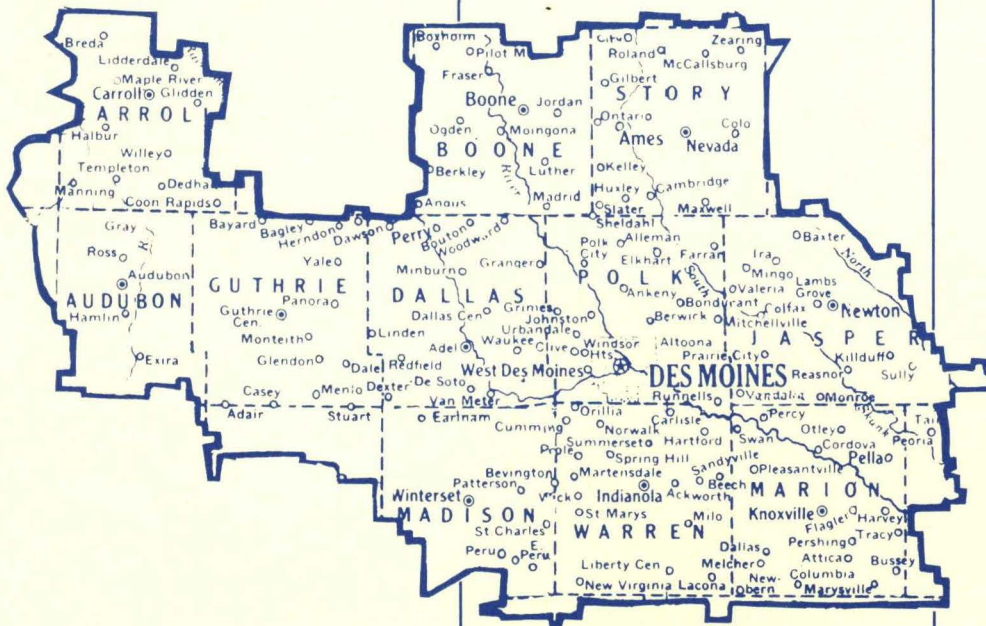
**TRANSFER** — The conveyance of a student's credits from one college to another.



We're here with counseling services when you're not sure, custom-made programs when you are; placement services that help you shape a future using your resources and ours. Welcome to DMACC.



# Des Moines Area Community College



The college consists of three main campuses and a number of local extension centers throughout the 11-county area. Ankeny Campus serves the largest number of students with a campus consisting of new buildings housing the latest in educational facilities. Boone Campus, located in Boone, Iowa, serves as a center for the needs of students in that community and the surrounding areas. Urban Campus, situated in the heart of Des Moines is specially geared to the needs of the urban population, offering easy accessibility, extensive evening class scheduling, Adult education, and career programs offering ready opportunities for urban blacks, whites, elderly and women. In Carroll, Iowa, we maintain one of the finest nursing programs in the state in addition to high school extension centers located in that community, Knoxville, and other local areas.

## Board of Directors

Max W. Kreager, President  
 Harry Bloomquist  
 Maurice Campbell  
 Cecil R. Galvin  
 Murray Goodman  
 Walter Hetzel  
 Eldon Leonard  
 Donald P. Rowen  
 Harold F. Welin

★★★★★★★★★★★★★★★★★★★★







**Des Moines Area Community College**

**2006 S. Ankeny Blvd.**

**Ankeny, Iowa 50021**